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| Section I: | General Government and Administration |
| Policy 11.0: | Non-Discrimination/Retaliation Policy |
| Reviewed by: | County Attorney/County Manager |
| Approved by: | County Manager |
| Original Effective Date: | August 1, 2016 |
| Revisions: | February 24, 2017, December 18, 2017, May 30, 2019, January 25, 2021, August 2024 |

Policy Statement

It is the policy of Orange County to ensure all individuals who provide or receive services for or from Orange County and its employees are not victimized by illegal discrimination or retaliation practices.

Pursuant to the Orange County Non-Discrimination Ordinance (the "Ordinance"), adopted January 19, 2021, it is the further policy of Orange County not to enter into a contract with any business, company, or firm that has discriminated against a Protected Class, as that term is defined in the Ordinance, or a member of a Protected Class in the solicitation, selection, hiring, or treatment of vendors, suppliers, subcontractors, or commercial customers, or on the basis of any otherwise unlawful use of individual or personal characteristics regarding such vendors, suppliers, commercial customers, employees, or owners in connection with a county contract or solicitation; provided that nothing in this non-discrimination policy shall prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that has occurred or is occurring in the marketplace.

It is the further policy and law of Orange County that every Orange County created contract and subcontract for goods or services shall prohibit discrimination against the members of a Protected Class. Without this prohibition the County may not enter into such contract or subcontract.

It is further the policy of Orange County that discrimination has no place in Orange County, North Carolina and it is the intent of this ordinance to provide uniform legal protection to individuals in all Protected Classes, making it unlawful for any person to discriminate in housing, public accommodations, and transportation.

Purpose

To prevent discrimination and retaliation in all Orange County government activities and to prevent discrimination in the provision and receipt of services to Orange County and its residents. To further this purpose the County Manager has designated the Director of the Office of Equity and Inclusion as the County's Non-Discrimination Coordinator and directed them to investigate and issue findings and determinations on allegations of discrimination and retaliation.

Applicability

Applies to all Orange County government activities and participants therein and all Orange County employees and to those vendors and contractors providing services and products to and for Orange County. The terms of the Ordinance, as adopted and as may be amended from time to time, are incorporated herein. The Ordinance may be viewed at

https://library.municode.com/nc/orange_county/codes/code_of_ordinances in Chapter 12, Sections 12-50 through 12-56. Vendors are encouraged to carefully review the Ordinance to ensure their compliance with the terms thereof.

Policy

11.1 Non-discrimination

11.1.1 Orange County is committed to providing all participants in its activities, its employees, and its service providers with a discrimination/retaliation free environment. Orange County and any vendor or contractor providing services or products for or to Orange County shall provide equal access to Orange County services and activities, equal employment opportunity as required by law and, shall not, in the course of conducting work for or providing services or products for or to Orange County, discriminate against any person based on that person's status as a member of a Protected Class.

11.2 Grievance procedure

11.2.1 Any individual who believes they may have been discriminated or retaliated against with respect to an Orange County program or activity may:

- Contact the Orange County Non-Discrimination Coordinator and initiate the complaint;

Equity and Inclusion Director
P.O. Box 8686
Hillsborough, North Carolina 27278
919-245-2317
pslack@orangecountync.gov

- The Non-Discrimination Coordinator will assign the complaint to an investigator;
- The investigator will fully, fairly, and impartially investigate all complaints;
- The investigation will be conducted promptly through the gathering of evidence, interviewing of witnesses, and appropriate documentation of all facts in evidence;
- Upon completion of the investigation the investigator will, using preponderance of the evidence standards, issue a written determination of findings, which shall be provided to the complainant within ten days of issuance;
- Orange County prohibits retaliation and any claim of retaliation based on a complaint initiated pursuant to this policy should be immediately reported and such complaint will be investigated and addressed promptly.

This policy may be reviewed annually and updated as needed by the Manager's Office